

PERSONAL SERVICE CONTRACT FILING CATEGORIES
(Exclusive of Institutions of Higher Education)

PERSONAL SERVICE CONTRACTS/AMENDMENTS	DOLLAR THRESHOLD FOR FILING	OFM REVIEW OR APPROVAL	FILING PERIOD
SOLE SOURCE Contracts and Amendments (singly or cumulatively awarded to a contractor in a fiscal year period by an agency)	\$ 5,000 - \$19,999	Review*	10-working day advance filing
	----- \$20,000 or more	Approval	10-working day advance filing
EMERGENCY Contracts and Amendments	\$ 5,000 or more	Review*	3-working days from date of execution or start of work, whichever is sooner
COMPETITIVE Contracts and Amendments (not included in the categories below) COMPETITIVE Contracts and Amendments for: Management Consulting, Organizational Development, Marketing, Communications, Employee Training and Employee Recruiting	\$20,000 or more	Review*	Work may start on or after the day filed with OFM.
	----- \$20,000 or more	Approval	10-working day advance filing
AMENDMENTS to competitive or sole source contracts that result in the contract amount being greater than 50% of the original contract value and/or amendments which constitute a substantial change in the scope of work.	\$ 5,000 or more (Contract, when amended, equals \$5,000 or more)	Approval	10-working day advance filing

*If contract amendments in these categories result in the contract exceeding 50% of the original contract amount or if they make a substantial change in the scope of work, the amendment is subject to OFM approval, rather than to review. Such amendments should be filed under the >50% amendment category.

NOTE: Subsection 4.3.1.3.1, “d”, lists certain types of amendments that are not subject to filing.

PERSONAL SERVICE CONTRACT FILING CATEGORIES (Institutions of Higher Education Only)

PERSONAL SERVICE CONTRACTS/AMENDMENTS	FUND SOURCE	OFM REVIEW OR APPROVAL	FILING PERIOD
SOLE SOURCE Contracts and Amendments (singly or cumulatively awarded to a contractor in a fiscal year period by an agency) \$ 5,000 - \$19,999 ----- \$20,000 or more	State Funds * Non-State Funds ----- State Funds* Non-State Funds	OFM Review ** Filing not required ----- OFM Approval Filing not required	10-working day advance filing N/A ----- 10-working day advance filing N/A
EMERGENCY Contracts and Amendments \$ 5,000 or more	State Funds * Non-State Funds	OFM Review ** Filing not required	3-working days from date of execution or start of work, whichever is sooner N/A
COMPETITIVE Contracts and Amendments (not included in categories below) \$20,000 or more COMPETITIVE Contracts and Amendments for: Management Consulting, Organizational Development, Marketing, Communications, Employee Training and Employee Recruiting \$20,000 or more	State Funds * Non-State Funds State Funds * Non-State Funds	OFM Review ** Filing not required OFM Approval Filing not required	Work may start on or after the day filed with OFM. N/A 10-working day advance filing N/A
AMENDMENTS to competitive or sole source contracts that result in the contract amount being GREATER THAN 50% of the original contract value or which constitute a substantial change in the scope of work. \$ 5,000 (contract, when amended, equals \$5,000 or more)	State Funds * Non-State Funds	OFM Approval Filing not required	10-working day advance filing N/A

* State Funds for the purposes of filing means dollars which are: (1) appropriated by the Washington State Legislature, and/or (2) allotted by the agency. Non-state funded contracts and amendments in these categories are reported to OFM at the end of each fiscal year.

** If contract amendments in these categories result in the contract exceeding 50% of the original contract amount or if they make a substantial change in the scope of work, the amendment is subject to OFM approval, rather than to review. Such amendments should be filed under the >50% amendment category.

NOTE: Sub-section 4.3.1.3.1, “d.”, lists certain types of amendments that are not subject to filing.